

022007/01/03

Created

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: SENIOR MESSENGER

DEFINITION

Under general supervision, to perform clerical and messenger work in the receipt and distribution of mail and small parcels; and to do related work as required.

REPORTS TO: Printing Services Supervisor

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Printing Services Supervisor. May exercise lead direction over messengers.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Receive and deliver interoffice communications, general mail, packages, express mail, engineering drawings, books and other material on an established schedule and/or special assignments.
- Prepare outgoing mail bundles in accordance with United States Postal regulations utilizing computerized postage meter; download prepaid expense dollars via modem.
- Operate postage meter machine and maintain postal usage records.
- Drive delivery van and perform routine service and maintenance duties on vehicles; obtain replacement vehicles and coordinate repairs to vehicles.
- Pick up and deliver supplies and equipment.
- Operate duplicating, collating and binding equipment as required.
- Monitor the daily processing of City utility billing.
- Train permanent and temporary staff in mail center production.
- Prepare daily and weekly journal entries and administrative reports detailing postage costs, central printing costs and air freight billing.

QUALIFICATIONS

Ability to:

- Learn applicable United States Postage regulations.
- Coordinate considerable amounts of general mail and interoffice communications, and meet strict time schedules.
- Make simple arithmetic calculations and write legibly.
- Understand and follow oral and written instructions.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: One year as a Messenger for the City of Riverside.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Senior Messenger

TO: